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BY-LAWSWASHINGTON OFFICE FOREST SERVICE EMPLOYEES' ASSOCIATIONArticle I - Name

This organization shall be known as the Washington Office Forest Service Employees' Association, hereafter referred to as the "Association."

Article II - Object and Purpose

The object of this organization shall be to foster and conduct social and recreational activities for the benefit of the Forest Service employees of the Washington Metropolitan Area and their families; to provide a means of recognizing individual employees at the time of illness, transfer, retirement, or death; to maintain contact with Forest Service retirees residing in the Washington Area; and to conduct such liaison between the Agricultural Employees' Consumer Association, the Department of Agriculture Welfare Office, and the Forest Service employees as may be desirable.

Article III - Membership and Dues1. Membership

- (a) All Forest Service employees and retired employees (see 2-b) in the Washington Metropolitan Area shall be eligible for membership.

2. Dues

- (a) Membership dues will be \$1.00 per year, payable in January.
- (b) Retired employees in the Washington Metropolitan Area will be granted membership upon request, without payment of dues.
- (c) Net proceeds from sale of memberships of Forest Service personnel in the Agricultural Employees' Consumer Association will be deposited in the Forest Service Employees' Association account.

Article IV - Executive Board

- 1. Composition - There shall be an Executive Board consisting of the elected officers (See Article V, Officers and Their Election) and 20 additional members.
- 2. Membership - Members of the Executive Board shall serve for a three-year period, unless such period is terminated sooner by resignation or departure from the Washington Office.

The Board will be a self-perpetuating group, nominating and electing or re-electing members as vacancies exist. New members may be proposed at any regular meeting. In selecting new members, every effort will be made to insure proportionate representation of the various divisions of the Washington Office. The concurrence of a majority of the Executive Board, the concurrence of the proposed member's Division Chief, and the acceptance of the nomination by the person concerned, will be prerequisite to election to membership.

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3. The Chief of Personnel, or a member of that Division designated by him, shall be an ex-officio member of the Board.

Article V - Officers and Their Election

1. Officers - The officers of the Executive Board shall consist of a Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer, elected in January of each year for a one-year term.
2. Elections - Officers shall be nominated by members of the Executive Board. The retiring Chairman will secure the concurrence of the candidates' Division Chiefs and the acceptance of nomination from the candidates concerned. The membership of the Executive Board will then proceed to elect officers from the slate of nominations so cleared.
3. Unexpired terms - A vacancy among the officers shall be filled from the membership of the Executive Board by an appointee, designated by the remaining officers, to complete the unexpired term.

Article VI - Sub-Committees

The Chairman shall appoint such sub-committees, from the membership of the Executive Board, as are necessary to conduct the activities of the Association.

Article VII - Meetings

Regular business meetings of the Executive Board shall be called by the Chairman during the first week of every odd-numbered month if necessary. Special board meetings may be called at the discretion of the Chairman.

Article VIII - Policies

1. Authority - The Executive Board shall have the authority to make decisions and expend monies within the framework of the policies set forth below. The policy as set forth below shall not be construed as limiting the powers of the Executive Board to take action on matters not specifically described below, if in the opinion of a majority of the Executive Board, such action will further the expressed aims of the Association.
2. Expenditures - Funds, including those received through AECA memberships (See III 2-c), may be expended for flowers and remembrances for the sick and bereaved, social functions, charitable contributions, and expenses involved in servicing Forest Service participation in the AECA and other Department of Agriculture Welfare functions.
3. Limitations
 - (a) Retirement receptions - Retirement parties shall be limited to those employees retiring after 5 or more years' duty in the Washington Office, except that when deemed appropriate by the Executive Board such parties may be given for employees who have had 5 or more years' employment with the Forest Service in the fi

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- (b) Farewell receptions - Farewell parties will be limited to those who are transferring to another station in the Forest Service after 5 or more years' service in the Washington Office, except that when considered appropriate by the Executive Board receptions may be given to those with more than 5 years' total service who are leaving the Service.
- (c) Receptions held outside office building - In exceptional cases when retirement and farewell receptions are to be conducted jointly by the division concerned and this Association, costs may, if deemed appropriate and specifically approved by the Executive Board, be shared by the Association equivalent to the average cost for receptions held in the Forest Service reception room providing all members of the Washington Office are invited the same as for conference room parties. Application of this exception should be limited to the occasional instances when the Association is overloaded and cannot conveniently conduct a conference room reception.
- (d) Social functions - All social functions such as dances, picnics, cruises, dinners, fishing trips, luncheons, etc., that may be sponsored by the Association will be planned to be self-supporting. In the event, however, that attendance does not meet the expected level, and there are sufficient unobligated funds in the treasury, such funds may be used to offset the deficit.
- (e) Flowers for the sick and bereaved - Flowers or gifts costing not to exceed \$3.00 will be sent to any employee who is hospitalized for any period, or who is confined at home with more than minor sickness or injury for an extended period. If the illness or confinement is of considerable duration, a second remembrance will be sent after six weeks, and a third and final one at twelve weeks. A floral remembrance in an amount not to exceed \$12.50 will be sent in case of the death of any Washington Office Forest Service employee or retired employee. When necessary to send flowers out of town, costs may exceed the \$12.50 limitation by the amount of charges for telegraphing.
- (f) Gifts for members leaving the Washington Office - The Association is not to participate in financing any gifts for employees leaving the Washington Office.

Article IX - Audits and Reports

- A. Audit - The treasurer's books will be audited at the end of each calendar year by a qualified person from the Office of Forest Service Fiscal Control.
- B. Reports - An annual report will be made in January by the retiring chairman. This report will contain a concise financial statement, a statement of activities and a list of persons serving on the Executive Board during the preceding year. It will be issued to all members of the Association.

Article X - Parliamentary Authority

The "Roberts' Rules of Order Revised" shall govern the Executive Board meetings whenever applicable provided they are not inconsistent with these By-Laws.

Article XI - Amendments

These By-Laws may be amended by a majority vote of the Executive Board.

Approval - The proposed By-Laws will be made available to all members of the Association for comment. Within one month from the time such approval is sought, the Executive Board will reconvene to make any revisions desired and proceed to approve the by-laws by a majority vote.

(Amended 4/19/56)



